



Planning Department
215 South 4th Street; Suite F
Hamilton, MT 59840
Phone 406.375.6530
Fax 406.375.6531

Fee: \$250.00

Meeting Information (to be filled out by staff): – Date:_____ Time:_____ Planner:_____

SUBDIVISION PRE-APPLICATION CONFERENCE FORM

Please fill out the following information and provide the requested maps. Once we receive and review this information, you will be contacted to schedule a pre-application conference with a planner. *Please keep a copy for your file because any information and maps provided will be retained by the Planning Department for our files.*

1. Property Owner

Name:_____

Mailing Address:_____

Phone Number: _____

Fax Number:_____

Email Address:_____

2. Subdivider/Applicant

Name:_____

Mailing Address:_____

Phone Number: _____

Fax Number:_____

Email Address:_____

3. Subdivider's Representative (Surveyor, Engineer, etc.)

Name:_____

Mailing Address:_____

Phone Number: _____ Fax Number:_____ Email Address:_____

4. Who should be contacted to schedule the pre-application conference: Applicant Representative

5. Property Information

Legal Description: Lot_____ Block_____ Subdivision Name:_____ **or**

Tract:_____, COS #:_____, **or** Book___ Pg. ___ Deeds **in** Section:_____ Township:_____ Range:_____

GeoCode:_____ - _____ - _____ - _____ - _____ Parcel #/Tax Id._____

Physical Address:_____

Property size (acres): _____ Fire District:_____ School District:_____

Are there existing zoning and/or covenants in effect?_____

Current uses/structures on the property:_____

Are there irrigation water rights?_____ From which district?_____

6. Proposal

Project Title:_____

Type of Subdivision: ____Expedited Minor ____First Minor ____Second or Subsequent Minor **or** ____Major
____Subdivision to create lots **or** ____Subdivision for Lease or Rent (create additional home sites, mobile
home park or RV park, etc.)

Proposed Number of Lots or Units: _____lots/units (circle one)

Proposed Uses: ____Single Family Residential ____Multifamily Residential ____Condominium
____Mobile Home Park ____Recreational Vehicle Park ____Commercial ____Industrial ____

Other (explain)_____

Attachments:

____USGS topographic map (8½" x 11") showing the surrounding area, with the following information
shown: boundaries of the property, labels for access roads, nearby creeks and streams, municipal boundaries,
and airports, as applicable. (USGS maps may be obtained at several retail outlets.)

____GIS location map (available from the Planning Department at no cost when a GeoCode is provided)

____A copy of any existing zoning or covenants in effect (available at Clerk and Recorder's Office, copy
charges will apply)

____ Concept plat/plan, including the following information as applicable (a copy of an existing plat may be
obtained at the Clerk and Recorder's Office, copy charges will apply): *Approximations are adequate.*

____Minimum size 18" x 24"	____Approximate locations of utilities,
____Project name	including water, sewer, electric, telephone
____Developer and landowner name	- describe as overhead or buried
____Preparation date	____Approximate locations of driveways and
____Name of preparer	roads within 300 feet of the property
____North Arrow	____Approximate locations of building
____Property boundaries	footprints for structures on and within
____Acreage of parcel	300 feet of the property
____Proposed lot lines or homesites (if known)	____Approximate locations of road and
____No-build/alteration zones, if proposed	driveway locations for the proposed
____Non ingress/egress zones, if proposed	subdivision

Also provide general information on the location of the features below on the concept plat/plan,
when on the site or within 300 feet of the property. *Approximations are adequate.*

____Wetlands	____Floodplains
____Woodlands	____Water resources (rivers, streams,
____Wildlife habitat	ponds, etc.) on the property or
____Environmentally sensitive features	within 300 feet of it
(e.g. steep slopes, rock	____Irrigation ditches, pipelines, canals,
outcroppings, unnamed drainages,	include diversion points for canals
gullies/swales)	on the property or within 300 feet of
____High-pressure gas lines (include the	it
diameter of the line)	